

Churchill Volunteer Opportunities 2019–'20

College and Career Center

Sheree Houck, houck_s@4j.lane.edu

1. Keep the Career Center website and social media updated. This also includes monitoring the career center email, responding to emails, forwarding emails to me and/or glean information for our website and social media and posting it.
2. Manage the volume of paper we get; filing, sorting, organizing, copying, etc.
3. Match students to scholarship opportunities and send them emails and/or notes notifying them of the opportunity. This involves running reports out of Naviance and manipulating the Naviance scholarship list.
4. Manage community service information; make sure contacts are current, update lists and flyers, post info
5. Scholarship research

Computer skills and comfort using a Mac are definitely a plus but not required.

Staff Appreciation

Wayne Taubenfeld, wtaubenfeld@comcast.net

Staff appreciation events will be scheduled throughout the school year. Contact Wayne for dates and details.

Testing Proctor

AP Testing (dates in May) — Casandra Kamens, kamens@4j.lane.edu

IB Testing (dates in May) — Steve Smith, smith_st@4j.lane.edu

Note: You may not proctor a test that your child is taking.

Tutor and Mentor

Mentor a Student — Misael Flores Gutierrez, floresgutierrez_m@4j.lane.edu

AVID Tutor — Jessica Thomas, thomas_je@4j.lane.edu

Other Opportunities

We can put your skills to work for our school. Contact Jill Reents, reents_ji@4j.lane.edu, to be connected with a staff member who may want your help.